

17—4.20 (231) Multiyear area plan.

4.20(1) *Area plan.* Each AAA shall develop and administer a multiyear area plan.

4.20(2) *Definition of a multiyear area plan.* A multiyear area plan is a document submitted biennially with annual updates, by an AAA to the department in order to receive subgrants from the department's grants.

4.20(3) *Duration and format of the multiyear area plan.*

a. Multiyear area plan. The multiyear area plan shall be for the two-year period specified by the department.

b. Uniform area plan format. The AAA shall submit a multiyear area plan or amendment to the department in accordance with the uniform area plan format and other instructions issued by the department. The format shall include:

- (1) Assurance that the AAA agrees to abide by the requirements of the Act and all other applicable rules and regulations;
- (2) Projected budgets and objectives for each year of the two-year period; and
- (3) Other documents as specified by the department.

4.20(4) *Comprehensive and coordinated delivery system.* The multiyear area plan shall provide for the development of a comprehensive and coordinated service delivery system for all supportive and nutrition services needed by elders in the planning and service area to:

- a. Facilitate access to and utilization of all existing services; and*
- b. Develop supportive and nutrition services effectively and efficiently to meet the needs of elders.*

4.20(5) *Content of the multiyear plan.* A multiyear area plan shall provide for the comprehensive and coordinated service delivery system specified in the Act. The multiyear area plan shall contain the following information according to the uniform format and instructions provided by the department:

- a. Objectives and budgets for a multiyear period.*
- b. Through a comprehensive and coordinated system, provide for supportive services, nutrition services, and where appropriate, for the establishment, maintenance, or construction of multipurpose senior centers, within the planning and service area covered by the plan including:*

(1) Determining biennially the need for supportive services, nutrition services, and multipurpose senior centers in the area;

(2) Taking into consideration, among other things, the number of elders with low incomes residing in the area and the efforts of voluntary organizations in the community;

(3) Evaluating the effectiveness of the use of resources in meeting needs; and

(4) Entering into agreements with providers of supportive services, nutrition services, or multipurpose senior centers in the planning and service area, for the provision of services or centers to meet the need.

c. Assurances that an adequate proportion of the amount allotted for Title III-B to the planning and service area will be expended for the delivery of each of the priority services which are access, in-home and legal assistance services, as detailed in rule 321—6.12(231).

d. Specify in detail the amount of funds expended in the categories of access, in-home and legal services for the fiscal year most recently concluded;

e. Provision for the establishment and maintenance of information and referral in sufficient numbers to ensure that elders within the planning and service area covered by the plan will have reasonably convenient access to services;

f. Assurances that preference will be given to providing services to elders with the greatest economic or social needs, with particular attention to low-income minority elders, and include proposed methods of carrying out the preference in the multiyear area plan; and

g. Assurance that the use of outreach efforts that will identify elders eligible for assistance with special emphasis on rural elders, and inform those elders of the availability of assistance.

h. Provision that the AAA will:

- (1) Conduct periodic evaluations of activities carried out under the multiyear plan;
- (2) Furnish appropriate technical assistance to providers of supportive services, nutrition services, or multipurpose senior centers in the planning and service area covered by the multiyear area plan;
- (3) Take into account, in connection with matters of general policy arising in the development and administration of the multiyear area plan, the views of recipients of services under the plan;
- (4) Serve as the advocate and focal point for elders within the community by monitoring, evaluating and commenting on all policies, programs, hearings, levies, and community actions which will affect the elders;
- (5) Where possible, enter into arrangements with organizations providing day care services for children so as to provide opportunities for elders to aid or assist on a voluntary basis in the delivery of services to children;
- (6) Develop and publish methods by which priority of services is determined, particularly with respect to the delivery of services;
- (7) Establish effective and efficient procedures for coordination;
- (8) Conduct efforts to facilitate the coordination of community-based, long-term care services to retain elders in their homes, thereby deferring unnecessary, costly institutionalization, and to emphasize the development of client-centered case management systems as a component of such services;
- (9) Identify the public and private nonprofit entities involved in the prevention, identification, and treatment of the abuse, neglect, and exploitation of elders, and based on identification, determine the extent to which the need for appropriate services is unmet; and
- (10) Facilitate the involvement of long-term care providers in the coordination of community-based long-term care services and work to ensure community awareness of an involvement in addressing the needs of residents of long-term care facilities.